

Commission for Statewide Contracts to
Support Employment for Individuals with Disabilities
1901 N DuPont Hwy.
Biggs Bldg. Conference Room
New Castle, DE 19720

Meeting Minutes, June 19, 2018

Members Present: Doyle Dobbins (Vice Chair), Thomas Cook, Ability Network of Delaware, (A.N.D./Ex-Officio), Dean Stotler, Director, Government Support Services,

Present by Phone: Cynthia Fairwell, Department of Labor, Vocational Rehabilitation, (DOL/VR), Julie (Jo) Donoghue, Counsel, Delaware Attorney General's Office, (DAG/Counsel),

Members Absent: Carvella Jackson, (member), Elisha Jenkins, Director, Division for the Visually Impaired (DVI/EX-Officio),

Others Present: Kristy Trudel, Ability Network of Delaware (A.N.D), Jill Morrison, Division for the Visually Impaired (DVI), Michele Hamilton, Division for the Visually Impaired (DVI)

Guest: Kendal Reynolds, The Precisionists, Inc. (TPI), Patricia Pfarrer, The Precisionists, Inc. (TPI)

A quorum was determined and the meeting was called to order at 2:05 PM

Approval of Minutes:

Dean Stotler moved to accept the April 17, 2018, minutes as presented; Cynthia Fairwell seconded the motion. The motion carried.

Old Business:

Finalize the discussion on the Commission Members Orientation Manuals: Decision from the Commission is to place this discussion on hold due to the number of Commission member vacancies.

New Business:

A.N.D. Request for Assignment for some Temporary Staffing Positions: Thomas Cook acknowledged that guests were present from The Precisionist, Inc. (Kendal Reynolds, and Patricia Pfarrer).

A.N.D. requests assignment to explore adding the positions of Accountant, Accounting Specialist, State Accountant I, Application Programmer, Data Administrator, Data Specialist, Records Management Specialist and Sr. Data Entry Technician to the State Set-Aside contract for Temporary Employment Services.

A.N.D. would like to determine if there is a market for these positions with the individuals with disabilities who are succeeding in these types of positions; as well as whether or not it would be in the best interest of the state to support placing on set-aside contract.

Kendal Reynolds and Patricia Pfarrer presented on their four (4) week assessment and training programs including coaching individuals on how to interact and present themselves in a professional business environment. Also explained was their process of working with individuals with disabilities. They have had success in placing individuals in both the Commercial and State Enterprises. The trainings were specifically designed for individuals with Autism and can be adapted to other disabilities.

Dean Stotler's response: The State supports the employment opportunities for individuals with disabilities; but must also consider the impact on business. Some of these positions would directly impact two contracts one of which is held by Computer Aid, Inc. (CAI). The Chief Information Officer (CIO) expressed concern, is open to discussion, but hesitates to move to a set-aside and recommends considering other options. The size of the talent pool and the available resources was another concern

that was expressed. Dean Stotler requested Jo Donoghue (Council) confirm the process for requesting the assessment. Jo Donoghue confirmed that this is not the first of two votes to set it aside, it is simply the reservation of review to have discussions occur prior to submission to the Commission. A timeline of 6 months (subject to be renewed), was given to A.N.D. to develop data supporting their recommendations to the Commission. The request for assignment is clearly exploration at this point. Direct engagement of conversations will continue to be addressed. These are temporary positions assigned for a specific amount of time.

Cynthia Fairwell, DOL/VR stated that that she has worked with the state selective placement program (usually working with entry level positions), and with The Precisionist, Inc. (PTI).

Dean Stotler made the motion to accept the assignment and Cynthia Fairwell seconded the motion. Motion Carried.

Report of the Chair:

A request was made to check on the absenteeism of Commission members with no contact. We are currently down several positions, Request also was made to notify the Board of Commissions of the need for members. Doyle Dobbins request the Commission to be proactive in asking people they may know to apply to be a Commission member,

The Annual report will be compiled by Thomas Cook (A.N.D.) and Cynthia Fairwell (DOL/DVR). Report deadline September 30, 2018.

Report of the Sub-Committees:

Regulations Sub-Committee- The Regulations Sub-Committee does not have a report at this time.

Central Non-Profit Agencies Subcommittee- Dean Stotler reported the subcommittee is in the final stages of its assigned activities and expects to have an item for the Commission's Agenda for their next meeting.

Report-Ability Network of Delaware (A.N.D)

Thomas Cook presented the request for assignment for some temporary staffing to the commission (above). Kristy Trudel is working on an in-house protocol for inspection software program (online base). Question: Will Facilities have the means to obtain these request? Answer: Yes, they will have access to the external portal. Facilities will be able to view request and determine if it meets the terms of the contracts. The goal is to have everyone understand the expectations of the contract.

Public Comment: None

Adjournment:

Dean Stotler moved to adjourn the meeting. Cynthia Fairwell seconded the motion. Motion carried. Meeting was adjourned by the Chair at 3:00 PM

Next meeting date Tuesday, July 17, 2018

Respectfully submitted,
Michele Hamilton
Administrative Specialist
Division for the Visually Impaired
July 2, 2018